

The Minors Nursery School

Safety Policy & Procedure

The Nursery School aims to maintain high standards of health and safety. All staff are required to have a thorough knowledge of good health and safety practice and the co-operation of parents and carers is also sought to make the school as safe as possible.

Law at Work reviews and advises on Safety annually. Their current report with actions is in the Health and Safety folder

The Named Persons responsible for Health and Safety are Viv Thompson, Tina Cogdell Jane James, Gemma Castaldo.

Procedure

Children must be supervised at all times

Whenever children are in the building there must be at least 4 adults present. Staff ratios must be maintained.

All staff, the Alpha Plus Board of Management, the Caretaker and anyone who comes into regular contact with the children is required to have a current CRB Enhanced Disclosure.

A person without a current CRB Enhanced Disclosure is NEVER to be left with an individual child or group of children.

Except for when the children arrive and leave the building the front, back and side entrance doors are locked and the keys kept out of reach. When open, the door must be supervised by a member of staff and the children never allowed to leave without a known adult.

Children must never run up to the approach to the nursery school or run ahead of the adult they are with when leaving.

Children are not allowed to come down the steps to the nursery school alone. They are encouraged to hold the hand rail at all times.

All parents are advised of potential safety hazard and encouraged to take all reasonable measures to minimise the risk of accidents.

An accident file is kept in the office. Regular safety monitoring includes checking the accident and incident record.

A daily Safety Check is done every morning before opening by a designated member of staff this includes a hot water temperature check and patio safety check. The safety sheet must be completed and signed and any problems reported.

A class register is taken on arrival and departure and the office must be notified of all absences by 9.15am or 1.15 pm.

If a child is going home with anyone other than their parent or regular nanny this must be noted in the Going Home Book. Children are not allowed out of the building unless the staff know with whom they are going.

The visitor's sheet is checked before allowing unknown people into the building. People without appointments are not allowed in the building without permission from the Person in Charge.

Under no circumstances may a member of staff take a child from the nursery school unless written consent has been obtained from the parents of the named child and permission given by the Person in Charge.

The layout and space must allow children and adults to move safely and freely between activities

Children must never use scissors unattended. Adult scissors or any potentially dangerous objects must always be kept out of reach.

Display Boards may only be changed when the children are out of the classroom and floors must be checked for stray drawing pins.

No smoking on the premises. Matches are kept in the office only.

Hot drinks must be out of reach of the children at all times.

No food, other than the children's snack, is kept in the classrooms.

No Nuts e.g. peanuts, marzipan, hand creams containing nut oils are allowed in the school.

Allergy Lists are displayed in all rooms and staff made aware of children with dietary needs.

Children do not have access to the kitchen or any cupboard storing hazardous materials including matches.

Children are encouraged not to run inside.

Risk assessments are compiled regularly including prior to outings

Children must never be photographed partially dressed particularly when wearing underwear, leotards or swimming costumes.

All Fire exits are clearly marked and free of obstruction.

Fire Extinguishers are checked regularly and staff know how to use them.

A copy of the Fire Drill is clearly visible at fire exits and in all classrooms.

Equipment is checked regularly and cleaned, repaired or discarded as necessary.

All electrical equipment is checked regularly and a PAT Certificate held in the office.

All safety sockets are covered. All spills are cleared up immediately.

Low level glass is safety glass.

A correctly stocked First Aid box is available at all times and staff made aware of its contents.

Person Mobile Telephones are never to be used by staff to take pictures of the children.

Policies are reviewed annually.

Reviewed VT 2012